



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Nutrition Services Chief (Multiple)
3	Posting Number	PN# 111196
4	Department	Health & Human Services Department
5	Division	Neighborhood Services
6	Section	Women, Infant and Children (WIC)
7	Reporting Location	8000 N. Stadium Dr.
8	Workdays & Hours	M-F, 8a.m. – 5p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, plans, organizes and develops the agency-wide public health nutrition program.

CORE FUNCTIONS

- Supervises daily activities of staff including work assignments, employee counseling, performance evaluation, employee development and training.
- Plans, develops, organizes and implements the agency’s nutrition programs, such as writing clinical practice protocols, establishing quality assessment, and controlling policies and procedures.
- Establishes short and long-range program goals, objectives, policies, and standards. Monitors and evaluates nutrition programs.
- Coordinate and integrate nutrition services with other programs of the Public Health Department.
- Provides specialized consulting services and handles special projects as required.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Nutrition, Dietetics or a closely related field with case work in public health (epidemiology, health administration, health planning), and a professional certification/license is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of experience in the field of nutrition and/or dietetics in a progressively responsible administrative or supervisory position are required.
Masters degree in Dietetics, Nutrition or closely related field may be substituted for two years of the experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS**

- Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).
- Professional certification/license in public health (epidemiology, health administration, health planning).

14 **PREFERENCES**

- WIC experience.
- Bilingual (English/Spanish) skills.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

GRANT FUNDED POSITIONS

Grant positions are dependant upon continued available funds. Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	Salary Range - Pay Grade 25	
\$1,501- \$2,080	Biweekly	\$39,026- \$54,080 Annually

18 **OPENING DATE**

June 14, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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